



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON ALASKA AND FORT RICHARDSON
724 POSTAL SERVICE LOOP #6000
FORT RICHARDSON, ALASKA 99505-6000

REPLY TO
ATTENTION OF:

IMPC-FRA-HRA

10 June 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Alaska (USAG Alaska) Substance Awareness Education Training for all Civilian Employees (Policy # USAG-FRA-13)

1. **PURPOSE.** To ensure that all civilian employees receive three hours of annual substance abuse prevention education.
2. **APPLICABILITY.** This policy applies to all civilian employees assigned to US Army Garrison Alaska and Fort Richardson.
3. **REFERENCES.** Army Substance Abuse Program AR 600-85, para 2-6.
4. **POLICY.**
 - a. Supervisors are responsible for ensuring that all civilian employees complete the ASAP training prior to the end of each fiscal year.
 - b. Employees can access the training through the USARAK Intranet or through <https://richardson.ak.pac.army.mil/asap/civtrng/OnlineClasses.htm>. The training blocks include awareness education on Alcohol, Marijuana, Cocaine and Methamphetamine prevention and the Employee Assistance Program, and may be completed in 30 minute increments. Once completed, the employee will be able to print a certificate as proof of training.
 - c. Employees may also attend face to face ASAP Community Education Forums scheduled throughout the year.
 - d. Point of contact for this policy is USAG ADCO, Maxine Martinez at 384-1814.


DAVID L. SHUTT
Colonel, AR
Commanding

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